

VIRTUAL PREPARATORY ACADEMY OF OKLAHOMA INC

BOARD MEETING  
OPSRC, 309 NW 13<sup>th</sup> Street, Suite 103  
Oklahoma City, OK 73103

AGENDA

Monday, July 10, 2023 @ 4:00 p.m.

1. Call to order, roll call, and introductions.

*Meeting called to order at 4:02 PM.*

*Board Members:*

*Tom Newell – President – Absent*

*Keili McEwen – Finance Director – Present*

*Robert Ruiz – Secretary – Present*

*Joshua Williams – Vice-President – Present*

*Guests:*

*Erin Starkey – Head of School*

*Blaire Harrison – Minutes Clerk*

*David Harp – Board Treasurer*

*William Hickman – Legal*

*Danielle Shaw*

*Brad Talley*

*Stephen Narcisse*

*Megan Sandoval*

Consent Agenda

The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items:

2. Minutes of June 26, 2023, Regular Board Meeting.

3. Blaire Harrison as the Minutes Clerk.

*Motion to approve the Consent Agenda made by Robert Ruiz. Seconded by Keili McEwen.*

*Roll call vote:*

*Keili McEwen – Yes*

*Robert Ruiz – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

**Discussion & Update Items**

4. Head of School Update: (1) staffing; (2) professional development; (3) enrollment; and (4) school opening.

*Head of School, Erin Starkey gave a presentation over the status of VPA. Introduced Blaire Harrison, Danielle Shaw, and Brad Talley.*

*Student Enrollment:*

*2042 leads*

*118 active applications*

*Thirty-four fully verified.*

*Marketing – Commercials have started to air on local stations. Erin Starkey will be filming more commercials and the airing of those will ramp up during July/August 2023.*

*Joshua Williams requested an update on the board received VPAO email account access. Robert Ruiz stated that OCCCs board members utilize the same accounts as staff. Megan Sandoval, ACCEL, can offer a generic board email to a board member. ACCEL does not want to offer individual board member accounts, to avoid the education management company having full access to the VPAO email accounts. Board would like to brainstorm a method to enhance communication for board members beyond their personal accounts. Legal Counsel, William Hickman, stated that other virtual schools offer separate accounts for their board members using the school email address. Joshua Williams will investigate more effective communication ideas for the board. Discussion on this topic will continue.*

*Joshua Williams requested an update on compliance with OSDE. Legal Counsel, William Hickman, stated OTA initially denied our request for sales tax exemption. Head of School, Erin Starkey, will follow-up with OSDE, Ryan Pieper, to obtain formal letter that confirms our school status.*

5. Discussion regarding Board of Education training plan.

*Legal Counsel, William Hickman, As of July 1, 2023, there are 15 months to complete 12 hours of board training required by Oklahoma Senate Bill 516 (SB516). After the initial 15 months, the requirement will be reduced to 3 hours per year. The training should cover topics such as the open meetings act, open records request, and school finance. Videos/webinars can be utilized for training, and Robert Ruiz suggested a hybrid approach with virtual and in-person options. Head of School, Erin Starkey, offered to provide access to the training topics through the OPSRC platform. Additionally, Andy*

*Evans from OPSRC can offer free board training on school finance through VPAO's OPSRC membership.*

**Purchasing and General Business:** The following items will be considered for action by the Board on an individual basis and a roll call vote will be conducted on each item.

6. Discussion and possible action to approve contract with Encumbrance Clerk.  
*Presentation by Keili McEwen to utilize OCAS for encumbrance services.*

*Motion to approve the contract for Encumbrance Clerk made by Keili McEwen. Seconded by Robert Ruiz.*

*Roll call vote:*

*Keili McEwen – Yes*

*Robert Ruiz – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

7. Discussion and possible action to approve temporary appropriations.  
*Presentation by Board Treasurer, David Harp on approving temporary appropriations.*

*Motion to approve temporary appropriations for funding made by Keili McEwen. Seconded by Robert Ruiz.*

*Roll call vote:*

*Keili McEwen – Yes*

*Robert Ruiz – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

8. Discussion and possible action to approve facility sub-lease agreement.  
*Presentation by Head of School, Erin Starkey for facility sub-lease agreement as of July 1, 2023.*

*Motion to approve the contract for facility sub-lease agreement made by Robert Ruiz. Seconded by Keile McEwen.*

*Roll call vote:*

*Keili McEwen – Yes*

*Robert Ruiz – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

9. Board Member Comments

*Joshua Williams acknowledged the staff that has on-boarded at this point and attended the meeting.*

10. Public Comments

All meetings of the Board of Education shall be open to the public, and any regular meeting shall include an opportunity for the public to address the Board. Presentations under "Public Comments" are limited to three (3) minutes. Where several people wish to address the same subject, a spokesperson must be selected. The Board Chairman may interrupt and terminate any presentation that is not in accordance with any of these criteria. Board members may not respond to speakers' comments. Matters that are subject to any legal action or investigation are not proper topics of public comment and are not authorized.

11. Adjournment

*Motion to adjourn made by Robert Ruiz. Seconded by Keile McEwen.*

*Roll call vote:*

*Keili McEwen – Yes*

*Robert Ruiz – Yes*

*Joshua Williams – Yes*

*Motion approved unanimously by roll call vote.*

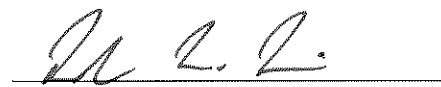
*Meeting adjourned at 4:57 PM*

These Minutes were approved on \_\_\_\_\_, 2023 by the Board of Education of the VPA:

Tom Newell, President  
Printed Name & Title

  
Signature

Robert M. Ruiz, Secretary  
Printed Name & Title

  
Signature